

PURPOSE: This Tips and Tricks class provides the tools to enhance a slide presentation using MS PowerPoint.

LEARNING OUTCOMES: Upon completion of this course, employees will be able to perform the specialized MS PowerPoint functions described below.

CONTENT:

- Enhance Animation
- Creating Opening and Closing Slides
- Automatic Timings and Loops
- Creating and Using Templates
- Using Hyperlinks
- Creating 3-D, Textured Objects
- Picture Editing

METHODS: This course utilizes a combination of lecture with examples and “step-by-step” exercises that demonstrate the various features of MS PowerPoint.

LENGTH: 3 hours / 1 session

AUDIENCE: Employees who need to use MS PowerPoint to prepare overheads or slide presentations and wish to learn advanced techniques

PREREQUISITES:

- Completion of MS PowerPoint 1 and 2 classes or equivalent experience required
- Keyboard and mouse experience required
- Basic understanding of a PC through the use of another software program OR completion of a PC Literacy class
- Basic understanding of MS Word through use or completion of an MS Word Level 1 class

CEU CREDITS: Not offered for this course